

## **CHAPTER 3**

### **WORSHIP SUPPORT FUNCTIONS**

As a Religious Program Specialist, worship support functions ashore, at sea, and in the field will be among one of the most important tasks which you will be required to perform. As an RP, you may be required to:

- Prepare schedules of religious facilities usage for the command chaplain.
- Advise personnel as to policies and procedures regarding the use of religious facilities and equipment.
- Perform religious program support duties, such as rigging religious facilities, ecclesiastical equipment, and liturgical appointments for divine services.
- Maintain mount-out boxes when assigned to Fleet Marine Force (FMF) type units.
- Requisition necessary ecclesiastical supplies and equipment.
- Ensure the security of religious facilities, equipment, and supplies.

This chapter presents you with the basic information needed to perform these tasks ashore, at sea, and in the field.

## **USE OF COMMAND RELIGIOUS PROGRAM (CRP) FACILITIES**

Military chapels are command facilities designated to be used for divine services. These facilities are U.S. Government property which has been configured to provide a suitable space for public worship and to permit the free exercise of religion by naval personnel and their families. As a Religious Program Specialist, you should know under what circumstances and in what manner CRP spaces and facilities may be utilized.

A chapel facility is made available to military chaplains, auxiliary chaplains, and civilian clergy who conduct divine services for the command. In the absence of clergy for a particular faith group, a person designated as the command's layleader for that faith group may have access to the chapel and other CRP facilities for the purpose of conducting divine services. Chapels or facilities used for religious purposes are made available to military personnel and other authorized persons without charge. Although chapel facilities are available for religious activities, and these activities have first priority, a chapel or religious facility may be used by the command for secular purposes when it is not being used for religious activities. The activity commander has the responsibility to implement Navy policy regulating the use of command facilities for religious services. To this end, a schedule is formulated and prepared by the command chaplain and the Religious Program Specialist to ensure the most effective use of the chapel and other CRP facilities by all faith groups participating in the Command Religious Program.

### **SCHEDULING COMMAND RELIGIOUS PROGRAM (CRP) ACTIVITIES**

As a Religious Program Specialist, you will assist the command chaplain in the preparation and maintenance of a master schedule for all Command Religious Program activities (see figure 3-1). The importance of this task cannot be overemphasized. One of the most embarrassing situations which can occur within a Command Religious Program, and one which reflects adversely upon both the command and its religious program, is to have two or more groups scheduled to use the same chapel or religious facility at the same time. To prevent an incident such as this from occurring, a master schedule of all CRP activities scheduled in your command's religious program facilities must be maintained. As an RP, you should prepare and maintain this master schedule on a continuing basis for the command chaplain. In addition to the CRP master schedule, you should maintain worksheets. A worksheet should be completed by the person(s) desiring to use a CRP facility and approved by the command chaplain before the information may be entered on the CRP master schedule. This procedure ensures that proper approval for the request has been obtained and serves to keep both you and the command chaplain informed as to what activities are scheduled in the CRP's facilities. The information entered on the worksheet and the master schedule should be identical. Information entered upon both the master

schedule and the worksheet for each religious or secular function should include:

- A complete description of the functions to be scheduled;
- The date and time desired for the function (indicate to the requester if the desired date and time is unavailable and make alternate arrangements);
- The name and telephone number of the requester or the person responsible for the function;
- The exact location of the scheduled function; i.e., chapel, RE facility, building number, room number, etc.; and
- Any special requirements (additional support personnel equipment, ecclesiastical items, etc.).

Once this information had been submitted by the requester on a worksheet and the request has been seen and approved by the command chaplain, the function can be scheduled and the information on the worksheet can be transcribed to the master schedule. The worksheet itself should be kept for reference until after the function has been held—then it may be discarded.

Your responsibility in scheduling chapel activities will include gathering all pertinent information in regard to the activities planned, briefing the requester concerning the procedures for the use of CRP facilities and equipment, scheduling the activity when instructed to do so by the command chaplain, and ensuring that the chapel and other religious facilities have been made ready for use prior to the scheduled activity. Although you will assist the command chaplain in the preparation of the chapel schedule, it is the activity commander, acting through the command chaplain, who determines to whom and at what time or times CRP facilities will be made available.

#### **POLICIES AND PROCEDURES RELATING TO THE USE OF COMMAND RELIGIOUS PROGRAM FACILITIES AND EQUIPMENT**

As a Religious Program Specialist, you should advise personnel as to the policies and procedures in effect at your command regarding the use of religious facilities and equipment. A good practice is to have a printed handout available for distribution which delineates these policies and procedures. This handout should be given to the person requesting the use of a religious facility or item of equipment at the same time the requester completes the worksheet which is submitted to the command chaplain for approval. This handout may be retained by the requester for future reference. In addition to the command's policies and procedures, the handout should instruct the requester concerning any applicable safety and security measures which must be taken prior to, during, and after the scheduled activity. You must also ensure that these measures are adhered to and that any violation is reported to the command chaplain. A policy or a

**MARCH**

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| 28 | 29 | 30 | 31 |    |    |    |

**APRIL  
1982****IMPORTANT  
THIS WEEK****4 SUNDAY  
APRIL  
94**

NATIONAL LIBRARY WEEK  
PALM SUNDAY  
Purple  
PASSION SUNDAY - Red  
Matthew 11 1-11a (Liturgy of the Palms)

Isaiah 45 21-25 Philippians 2 5-11 Matthew 27 1-54

CONTACT THE PUBLIC AFFAIRS  
OFFICER (PAO) CONCERNING THE  
CHIEF OF CHAPLAINS VISIT TO  
NORFOLK TO ATTEND ANNIVERSARY  
BALL FOR THE RELIGIOUS PROGRAM  
SPECIALIST RATING ON 15 JAN 82

RP 3 MITCHELL TASKED

SUNDAY SCHOOL FOR CHAPLAIN  
FRANKLIN 1800 THRU 1130  
MRS. ANDREW'S 452-1049 (RE CONTACT)  
NAVAL STATION RELIGIOUS EDUCATION  
(RE) FACILITY BLDG #2435 RM#12

NOTE: PROTESTANT CURRICULUM  
MATERIALS TO BE USED. 16MM  
PROJECTOR, PROJECTION SCREEN,  
AND OPERATOR REQUIRED.

RP 3 HOLLINBECK TASKED

**7 WEDNESDAY  
APRIL  
97**

PASSOVER (Pesach) 7-15  
First Passover Seder this evening

Protestant Religious Education order due at PCPA  
(Jun-Jul-Aug 82)  
(Activities in CONUS)  
ST JOHN BAPTIST de laSALLE

ROMAN CATHOLIC (RC) CONFRATERNITY OF  
CHRISTIAN DOCTRINE (CCD) FOR CHAPLAIN  
SESTITO 1800 THRU 1930  
MR. WALESA CCD COORDINATOR CAN  
BE CONTACTED AT 456-8310  
NAVAL STATION RE FACILITY  
BLDG #2435 RM#3

NOTE: PICK UP (RE) AND (AV)  
MATERIALS FROM MAIN CHAPEL  
30 MINUTES PRIOR TO CLASS

RP 3 WHITE TASKED

**8 THURSDAY  
APRIL  
98**

PASSOVER First Day  
(2nd Seder this evening)  
MAUNDY THURSDAY - White

UNITARIAN UNIVERSALIST (UU)  
FELLOWSHIP 1800 THRU 1930  
MR. EMERSON IS (UU) CONTACT.  
PHONE: 452-1658  
NAVAL STATION RE FACILITY  
BLDG # 2435 RM #1

NOTE: PLACE NOTE IN PLAN-OF-THE-DAY  
(POD) CONCERNING THE NEW TIME  
AND LOCATION FOR THE UNITARIAN-  
UNIVERSALIST FELLOWSHIP

RP 3 MITCHELL TASKED

Figure 31.—One type of Command Religious Program (CRP) master activity schedule.

287.49(M1)

| <b>APRIL 1982</b> <table border="1" style="display: inline-table; font-size: 0.8em; margin: 5px;"> <tr> <th colspan="7">APRIL</th> <th colspan="7">MAY</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> <tr> <td></td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>9</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td> <td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td> </tr> </table> |  | APRIL |    |    |    |    |     |    | MAY |    |    |    |    |  |  | S | M | T | W | T | F | S | S | M | T | W | T | F | S |  | 4 | 5 | 6 | 7 | 8 | 9 | 9 | 9 | 10 | 11 | 12 | 13 | 14 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 25 | 26 | 27 | 28 | 29 | 30 |  | 30 | 31 |  |  |  |  |  | 4/10 |
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|   | 4  | 5     | 6  | 7  | 8  | 9  | 9   | 9  | 10  | 11 | 12 | 13 | 14 |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |  |  |  |  |  |      |
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| 18  | 19   | 20    | 21 | 22 | 23 | 24 | 23  | 24 | 25  | 26 | 27 | 28 | 29 |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |  |  |  |  |  |      |
| 25  | 26   | 27    | 28 | 29 | 30 |    | 30  | 31 |     |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |  |  |  |  |  |      |
| <div style="display: flex; justify-content: space-between;"> <div> <b>5 MONDAY</b><br/> APRIL<br/> 95 </div> <div> <b>6 TUESDAY</b><br/> APRIL<br/> 96 </div> </div> <div style="text-align: right; margin-top: 10px;"> U.S. Enters World War I, 1917 </div> <div style="border: 1px solid black; height: 150px; position: relative; margin-top: 10px;"> <div style="position: absolute; top: 5px; left: 5px; color: blue;">FLEET CHAPLAINS CONFERENCE</div> </div>   | <div style="display: flex; justify-content: space-between;"> <div> <b>9 FRIDAY</b><br/> APRIL<br/> 99 </div> <div> <b>10 SATURDAY</b><br/> APRIL<br/> 100 </div> </div> <div style="margin-top: 10px;"> PASSOVER, Second Day<br/> GOOD FRIDAY </div> <div style="margin-top: 10px;"> HOLIDAY READING PASSOVER<br/> (Ex 33: 12-34; 26; Num 28: 19-25<br/> Ezek 37: 1-14<br/> HOLY SATURDAY<br/> EASTER VIGIL<br/> PASSOVER, 3rd Day </div> <div style="border: 1px solid black; height: 150px; position: relative; margin-top: 10px;"> <div style="position: absolute; top: 5px; left: 5px; color: blue;">FLEET CHAPLAINS CONFERENCE</div> </div> |       |    |    |    |    |     |    |     |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |  |  |  |  |  |      |
| <div style="border: 1px solid black; height: 150px; position: relative; margin-top: 10px;"> <div style="position: absolute; top: 5px; left: 5px; color: blue;"> MARTIN LUTHER KING PRAYER<br/> BREAKFAST 0700 THRU 0900<br/> FELLOWSHIP HALL BLDG #2435<br/> CHAPLAIN THOMAS IS CONTACT<br/> PHONE EXT: 1369 RP3 MITCHELL TASKED </div> </div>  | <div style="border: 1px solid black; height: 150px; position: relative; margin-top: 10px;"> <div style="position: absolute; top: 5px; left: 5px; color: blue;"> SEVENTH DAY ADVENTIST WILL USE<br/> FELLOWSHIP HALL FOLLOWING THEIR<br/> DIVINE SERVICE AT THE MAIN CHAPEL<br/> OPEN FELLOWSHIP HALL BLDG #2435 AT<br/> 1145. RP3 HOLLINBECK IS THE DUTY<br/> RP. PHONE EXT: 3314 </div> </div>  |       |    |    |    |    |     |    |     |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |  |  |  |  |  |      |
| <div style="border: 1px solid black; height: 150px; position: relative; margin-top: 10px;"> <div style="position: absolute; top: 5px; left: 5px; color: blue;"> RP ANNIVERSARY BALL 1800 TILL ?<br/> CPO CLUB, NAVAL STATION BLDG #624<br/> RPCM JEWELL IS CONTACT PERSON<br/> PHONE EXT: 1785<br/> NOTE: RPCM (SS) JAMES HUDAK, USN,<br/> FLEET RESERVE, WILL BE GUEST SPEAKER </div> </div>   | <div style="border: 1px solid black; height: 150px; position: relative; margin-top: 10px;"> <div style="position: absolute; top: 5px; left: 5px; color: blue;"> RABBI BUSCHER (REFORM) WILL CONDUCT<br/> DIVINE SERVICES ONBOARD THE<br/> USS ANDREW JACKSON SSBN 619 AT 0900<br/> AT THE D+S PIERS.<br/> RP3 WHITE TASKED TO ASSIST </div> </div>   |       |    |    |    |    |     |    |     |    |    |    |    |  |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |    |    |  |  |  |  |  |      |

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Figure 3-1.—One type of Command Religious Program (CRP) master activity schedule-Continued.

procedure can only be as effective as the manner in which it is followed. The command chaplain ensures that the policies of the Navy and the activity commander regarding the use of religious facilities and equipment are carried out.

## **COMMAND RELIGIOUS PROGRAM (CRP) FACILITIES ASHORE, AFLOAT, AND IN THE FIELD**

Divine services and religious activities are provided by Navy chaplains to naval personnel under a wide variety of conditions ashore, afloat, and in the field. This section provides basic information to guide and assist you when you are assigned to support a Command Religious Program ashore, afloat, or in the field.

### **CRP Facilities Ashore**

Since CRP chapel facilities are among the RP's primary workspaces ashore, you should be aware of the terms which are frequently used by chaplains and others in reference to these facilities. In many cases, more than one term may be applied to the same area in the facility due to the different backgrounds or faith groups of the chaplains. You should attempt to learn and use the terminology which is used by each chaplain and use the term which is most appropriate for each faith group in order to prevent any misunderstanding from occurring in regard to your religious program support functions. Some of the areas seen within a CRP facility and the various terms used to describe them are discussed in the following paragraphs.

**NARTHEX/VESTIBULE.**—This area is the entryway into the chapel facility. It is used to minimize distractions caused by latecomers, to assemble ushers, and to distribute religious literature and ecclesiastical items.

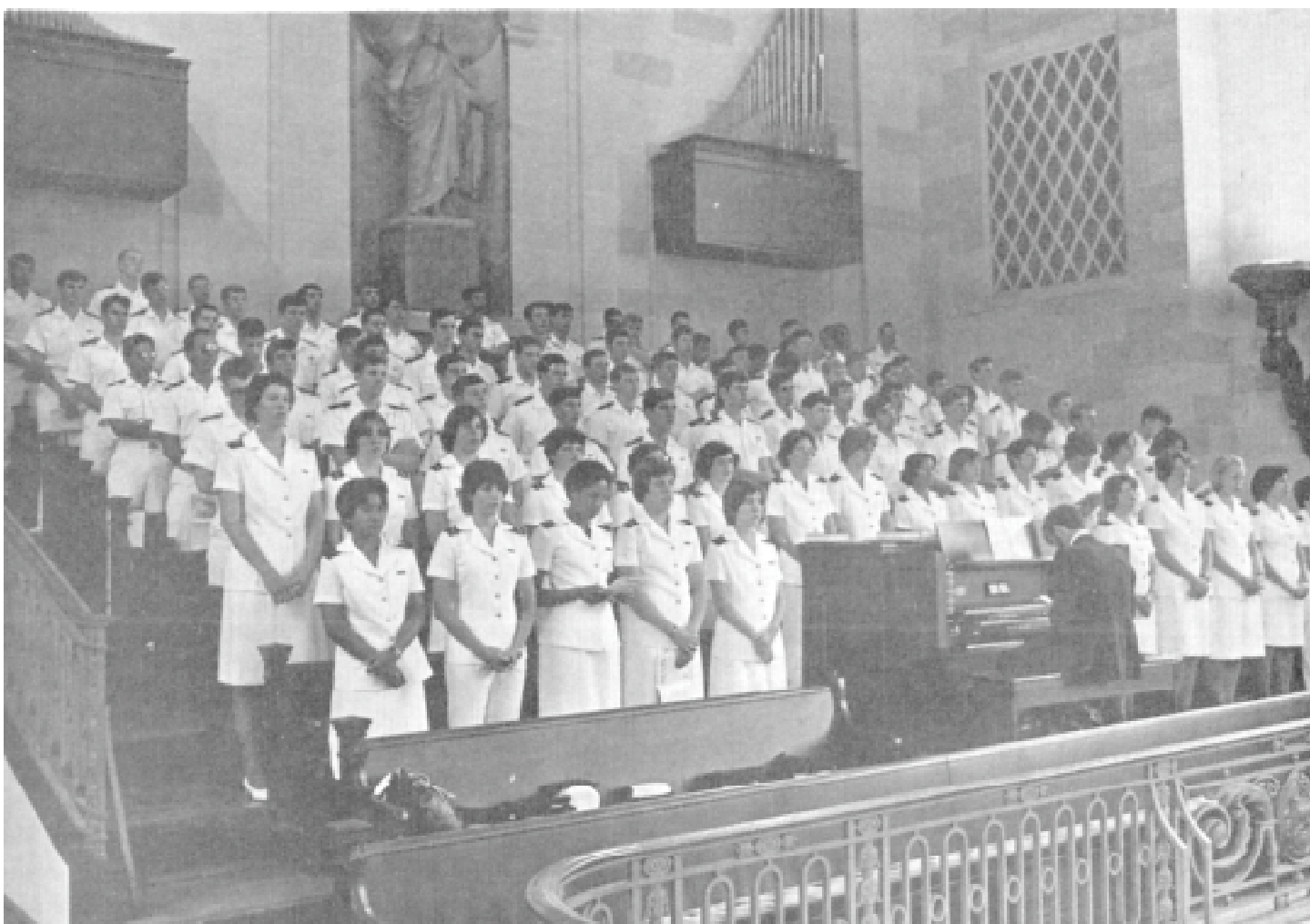
**BALCONY/CHOIR LOFT.**—The organ may be located in this area, and the choir could be seated here, if a choir is used during divine services. This area may also be used to seat worshipers when the nave has been filled to capacity. (See figure 3-2.)

**NAVE.**—The nave is the largest area within a CRP chapel facility. It is here that the worshipers are seated (see figure 3-3) for divine services and other religious activities conducted in the chapel.

**CHANCEL/SANCTUARY.**—The chancel (see figure 3-3) is the area which is normally used by the chaplain when conducting divine services. The altar, ark\*, pulpit, and lectern are normally placed within the chancel/sanctuary area of the chapel.

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\* NOTE: Refer to Preparation for Jewish Divine Services.



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**Figure 3-2.—Bakony/choir chior at the U.S. Naval Academy. NOTE Choral groups composed of service personnel and their dependents often provide choral and organ music for divine services and other CRP activities. Instructions for RPs regarding the establishment and maintenance of a religious music library to support these activities are contained within Appendix A of this module.**

Altar.—The altar is a table upon which Eucharistic elements may be consecrated by the chaplain and an area which can serve as a focal point for the worship ritual.

Ark.—The ark is a repository for the Jewish Torah Scrolls. Traditionally, it is a cabinet-type closet set in or against the wall of the CRP facility. NOTE: See Preparation for Jewish Divine Services Ashore for further information.

Pulpit.—The pulpit\* is used by chaplains for preaching or conducting worship services.

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\* NOTE: The area where the pulpit is placed may be referred to by Jewish personnel and chaplains as the bema or by Islamic personnel as the mimbar.



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**Figure 3-3.—The nave and chancel area of the chapel at MCAS(H) New River, Jacksonville, NC.**



Lectern.—The lectern is a reading desk from which scripture lessons normally read.

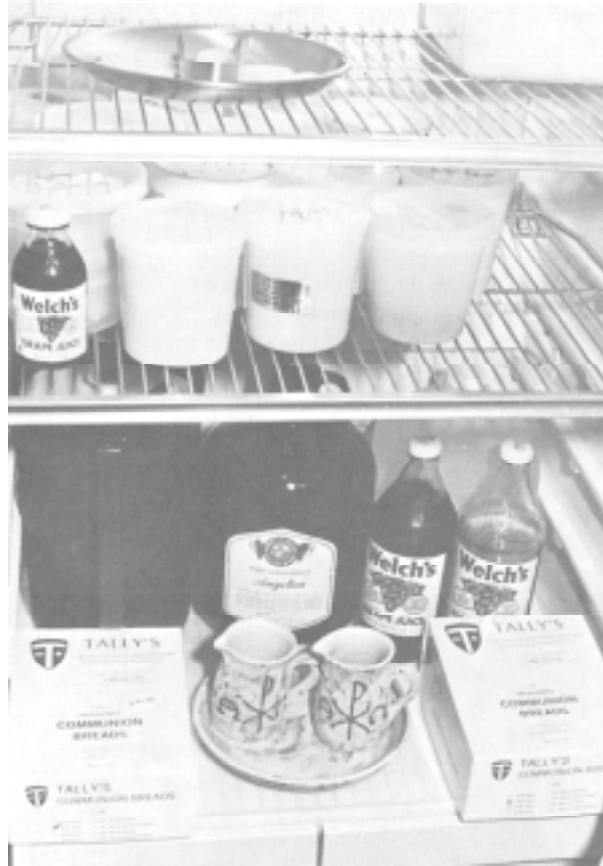
BAPTISTRY.—Some CRP facilities have an area set aside as the bapistry where the ritual of baptism may be conducted.

SACRISTY/VESTRY.—This area (see figures 3-4 and 3-5) in a CRP facility is essentially an ecclesiastical gear locker used to store ecclesiastical



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**Figure 3-4.—Sacristy shelving used to stow ecclesiastical appointments.**



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**Figure 3-5.—Refrigerated stowage for perishable consumables which are kept in the sacristy.**

appointments, altar cloths, linens, vestments, and perishable consumables. The chaplains frequently use this area to vest (put on their vestments). Clerical vestments and ecclesiastical items are normally kept in the sacristy's drawers and cabinets.

**CHAPEL ANNEX/ADMINISTRATIVE WING.**—This area of a CRP facility is used to house administrative offices, classrooms, and possibly a choir room.

**Administrative Offices.**—These are used by CRP personnel for a number of administrative purposes such as receiving visitors, typing, counting funds, etc. Each chaplain will normally have a private office for the purpose of counseling.

**CRP Classrooms.**—These rooms maybe used for religious education and meetings by chapel organizations, and other related activities approved by the command chaplain.

**Choir Rooms.**—These rooms are used to store choir robes and choral music, and may be used by the choir for vesting and brief rehearsals prior to a performance.

**RIGGING FOR DIVINE SERVICES ASHORE.**—Rigging for divine services at an established shore command will differ considerably from the procedures used afloat and in the field. Rigging for divine services ashore and the equipment which may be utilized ashore are addressed later in this chapter.

### **CRP Facilities Afloat**

At sea, except for the newest and largest ships in the Navy, there is no requirement for a permanent shipboard space for divine services or religious activities. A commanding officer can, however, authorize the adoption of an available shipboard space for the chaplain's use. This space may be used primarily for divine services or other religious and secular activities. Whenever a space shipboard is unavailable for divine services or for religious activities, the chaplain and the RP working together should attempt to locate an alternate space aboard ship which is readily accessible to the crew and suitable for the chaplain's activities. You should bear in mind that the choice of a location aboard ship will have an influence on the number of people who attend divine services or religious activities conducted by chaplains afloat. When deciding upon a location aboard ship for these activities, the limitations imposed upon divine services and religious activities by the ship's configuration must be considered when a permanent space is unavailable. Divine services or religious activities afloat may have to be routinely held at other than one area aboard ship in order to meet the ever-changing circumstances of work, weather, noise, or special tactical situations.

**ECCLESIASTICAL EQUIPMENT ABOARD SHIP.**—Chaplains and Religious Program Specialists assigned to a ship or squadron of ships have the responsibility to ensure that the ecclesiastical equipment necessary to provide religious ministry to personnel of all faiths is on board. You should be aware that the Naval Ship Engineering Center, Mechanicsburg Division, makes provisions for the ecclesiastical equipment used in the ships to which RPs and chaplains are assigned. The allowance equipage list of a ship delineates the basic ecclesiastical items of equipment which are required on board. Items of ecclesiastical field equipment and their use are discussed later in this chapter.

**RIGGING FOR DIVINE SERVICES AFLOAT.**—Whenever a large shipboard space must be prepared for divine services afloat, such as an aircraft carrier's hangar bay or flight deck (see figure 3-6), you will need assistance. The rigging and unrigging of the space to be used for divine services afloat are normally considered to be a part of ship's work and a working part from the duty section may be assigned to assist you. In this situation, you should prepare the vestments and appointments used by the chaplain and have the petty officer in charge (POIC) of the working party prepare the space which is to be used by the worshipers. In cases where the place of worship is not subject to frequent change, you should prepare a permanent



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**Figure 3-6.—Easter Sunrise Service on the flight deck on board USS *John F. Kennedy* (CV-67).**

rigging instruction with appropriate diagrams. These instructions should be specific, clear, and written in such a way that the petty officer in charge of the rigging detail can readily follow them. You should indicate the location of any ecclesiastical gear or equipment the POIC will require using frame numbers when appropriate. You should also include instructions for stowage after unrigging. A church pennant may be displayed above the ensign when-ever divine services are conducted after 0800 and prior to sunset on board a naval vessel. Just prior to divine service being conducted by the chaplain, you should request the OOD to ask the signalman of the watch to hoist the church pennant.

#### **CRP Facilities in the Field**

When operating with Fleet Marine Force (FMF) components or a Navy Construction Battalion in the field, a field facility maybe used if one is available. Generally, this will consist of no more than a general-purpose tent in which a field altar can be erected and the chaplain's embarkation equipment and supplies stored. In some instances, this type of field structure may be used solely by the chaplain or it may be shared with other command

elements; i.e., medical, dental personnel. In a mobile or combat situation, a more likely circumstance is one in which only the chaplain's field combat kit is utilized. (See figure 3-7.) In this case, the contents of the chaplain's kit or chaplain's combat kit are set up for divine worship utilizing the most suitable area or space which can be found. If necessary, a jeep hood or stacked mount-out boxes may be used as a makeshift altar. In a field situation, it may be necessary to be innovative and creative in order to meet the demands of the circumstances under which you are operating. In a combat situation, the primary concern should be the physical safety and security of the chaplain and the congregants when selecting a location for divine worship services. Only after this factor has been considered, should the selection of a location for divine worship or religious activities be made.

### **FIELD AND SHIPBOARD ECCLESIASTICAL EQUIPMENT**

Certain types of ecclesiastical equipment are designed specifically for conducting divine and services afloat and in the field. This equipment has been reduced in size and weight to permit easy handling and to use a minimum amount of space. This equipment is used most frequently by chaplains who are assigned afloat or to Fleet Marine Force (FMF) and Navy



**287.55(M1)**

**Figure 3-7.—CHAPLAIN ON DUTY—A field service conducted by a Navy chaplain for the Marines of G Company, 3rd Platoon, 2nd Battalion, 3rd Marine Regiment, 3rd Marine Division in a combat area in the Republic of Vietnam.**





287.55(M1)

**Figure 3-7.—MASS IN THE FIELD—A Navy chaplain celebrates Mass for Marines of the 1st Battalion, 26th Marine Regiment in the field near the demilitarized zone during Operation PRAIRIE (Deckhouse IV), in which 620 North Vietnamese combatants were killed during fierce, close-quarter combat.**



287.55(M1)

**Figure 3-7.—SUNRISE SERVICE.—A Navy chaplain conducts an Easter morning Sunrise Service for the Marines of MAC 16, 1st Marine Aircraft Wing on a South China Sea Beach near Marble Mountain, Danang, Republic of Vietnam.**

Construction Battalion (CB) units, Ecclesiastical equipment within this category may include:

- A portable Lee style aluminum altar
- (Roman) Catholic chaplain's combat kit
- Protestant chaplain's combat kit
- Jewish chaplain's field kit
- (Roman) Catholic and Protestant chaplains' field kits
- Field worship aid kit (under development)

Additional supplies and equipment which may be required by the chaplain may be acquired through normal Navy and Marine Corps supply channels. Additional equipment which may be required may be placed in mount-out boxes and kept ready for you and the chaplains you support whenever you are embarking aboard ship with FMF units. The necessity for you to anticipate, order, and receive needed ecclesiastical and administrative materials which will be required during deployment cannot be overemphasized. Material that will be needed for holy days and other days or periods of religious significance which will occur during deployment should also be taken into account.

#### **The Portable Lee Field Altar**

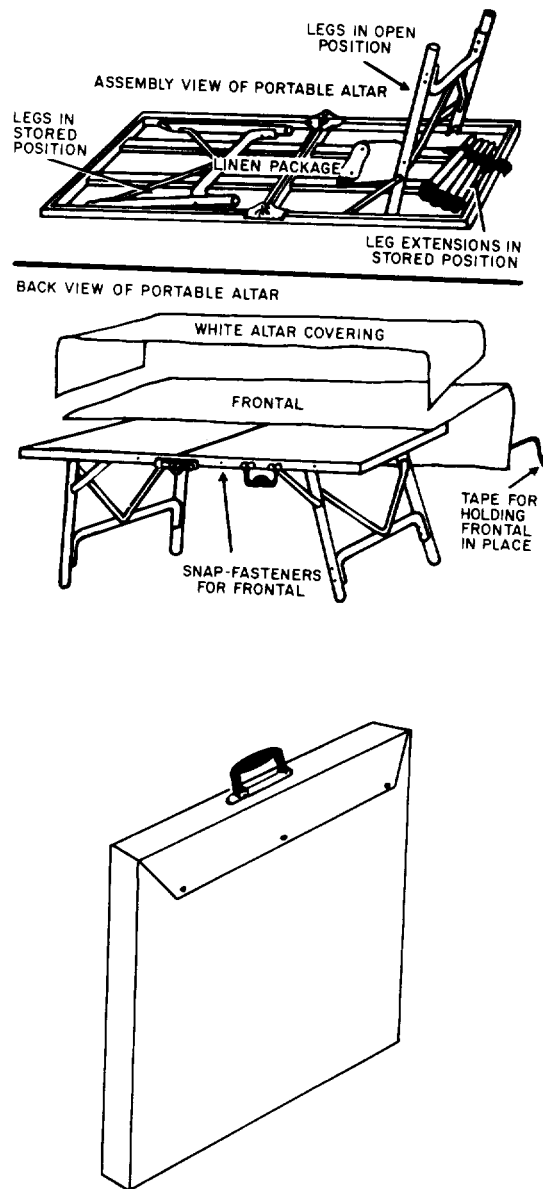
The portable altar (figure 3-8) is used in conducting worship services under field/combat conditions using the chaplain's combat kit (Protestant or Roman Catholic), or the chaplain's field kit (Jewish).

The portable altar is made of aluminum. Unfolded it measures 39 x 60 x 24 inches. When folded it is 24 x 3-1/2 x 30 inches and is placed in a canvas case,

A linen package, contained in a canvas pouch, is folded into the center of the altar when stored. When the altar is assembled for use, the linens are removed from the pouch. It contains one frontal (liturgically colored) which has no denominational symbolism. The frontal covers the front of the altar and is held in place by a row of snap fasteners along the back edge of the altar and two tapes which tie around the front legs. In addition to the frontal, there is an altar cloth (white) used to cover the top of the altar. The frontal is snapped on and the white linen placed over it. The altar appointments are then arranged on this surface. The altar frontal must be dry-cleaned. The altar cloth may be laundered.

**PREPARING THE PORTABLE LEE ALTAR.**—The portable Lee altar should be erected in the following manner:

1. Remove the portable altar from its carrying case.



**Figure 3-8.** The portable altar seen in both its assembled position and disassembled in its portable canvas transport case.

2. Open it to its full length and lay its top down.
3. Raise the legs, one at a time, to the open position.
4. Remove the four leg extensions from the stored position.
5. Insert one leg extension in each leg.



6. Remove the frontal and altar cloths from the linen package and place them where they will remain clean; e.g., on the chaplain's kit.
7. Turn the portable altar over into an upright position ensuring it is placed in a secure and steady position.
8. Place the frontal on the altar so that it overhangs the front of the altar. Connect the snaps on the frontal to the fasteners on the rear of the altar.
9. Tie the two tapes, attached to the frontal, to the portable altar front legs.
10. Place the altar cloth on the altar leaving an equal amount of overhang on each end of the portable altar,

### **Roman Catholic Chaplain's Combat Kit, Type 1**

The Roman Catholic combat kit, type 1, is intended for use by Roman Catholic chaplains under field and combat conditions. In addition to providing physical security for your chaplains, you will be required to setup and maintain the combat kits which they use. A checklist for the items found in a Roman Catholic combat kit, type 1, may be seen in the following list:

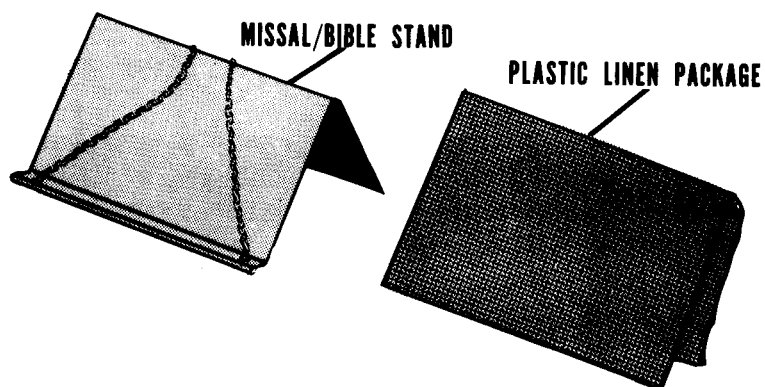
|  |                          |
|--|--------------------------|
| Chalice                                    |                          |
| Chalice paten                              |                          |
| Communion paten                            |                          |
| Ciborium                                   |                          |
| Crucifix                                   |                          |
| Candleholders (2) w/candles                |                          |
| Flame protectors (2)                       |                          |
| Bottles (2) (1 filled w/water*, 1 w/wine*) |                          |
| Bell                                       |                          |
| Host box and host tube                     |                          |
| *Host wafers, large and small              |                          |
| Missal stand                               |                          |
| Missal                                     |                          |
| Vestment set                               |                          |
| chasuble, stole, veil                      |                          |
| Albs (2)                                   |                          |
| Altar cloths (3)                           |                          |
| Purificator (3)                            | *Oil stock               |
| Finger towels (3)                          | *Small pyx               |
| Corporals (3)                              | *Stole, purple and white |
| Amices (2)                                 | *Ritual                  |
| Palls (2)                                  | *Manual of Prayers       |
| Cincture                                   | *Vademecum               |

Some of these items are shown in figure 3-9.

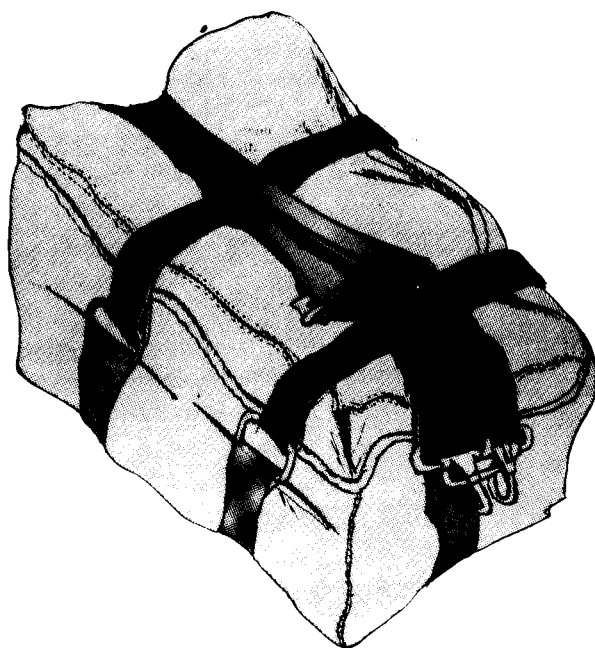
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\*To be furnished by individual chaplain.

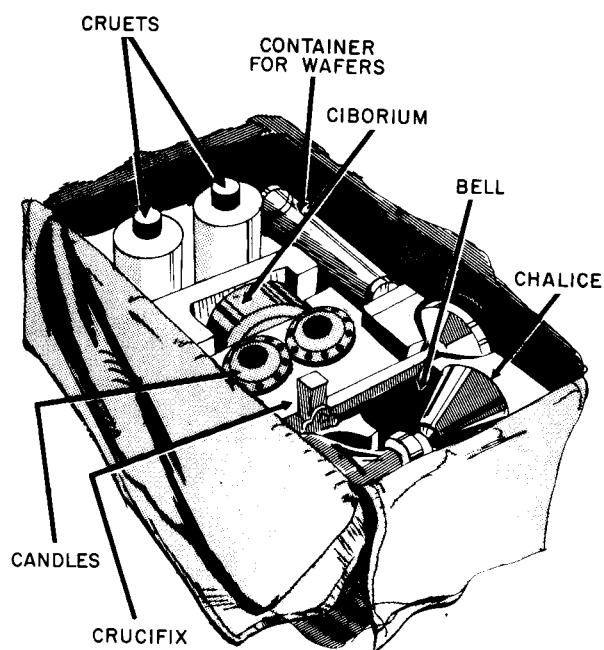
## ARTICLES LAID INSIDE COMBAT KIT (ON TOP OF OTHER EQUIPMENT)



CATHOLIC COMBAT  
KIT (CLOSED)



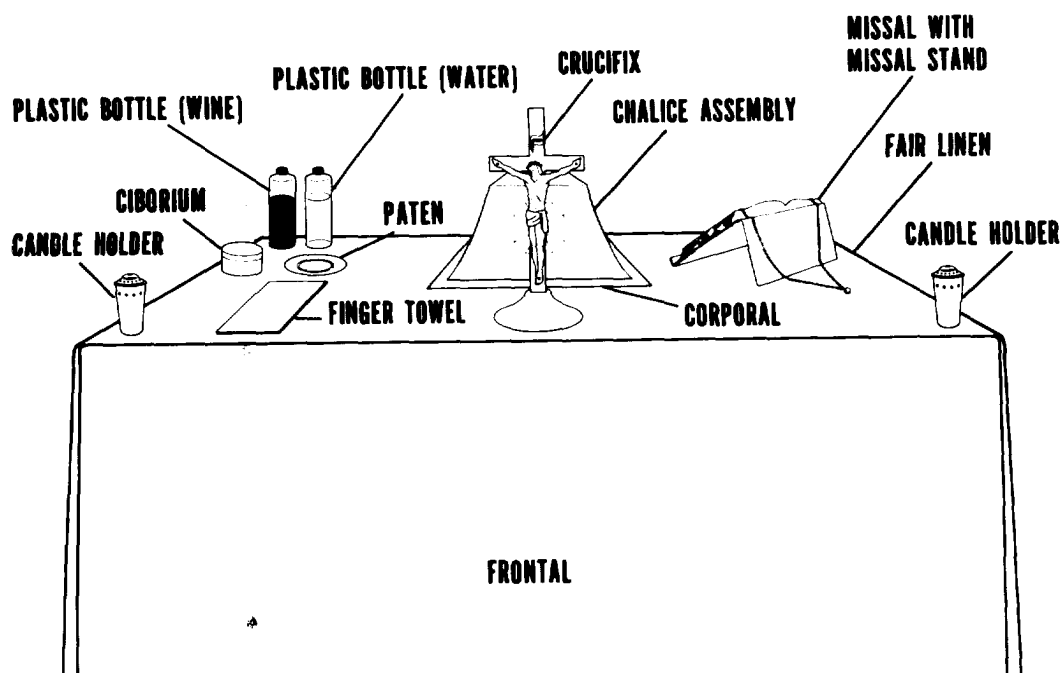
CATHOLIC COMBAT  
KIT (OPEN)



PATEN  
Carried Between Case  
& Rubber Liner

287.56(M1)

Figure 3-9.—The (Roman) Catholic combat kit, type I, shown in both its open and closed positions and with other articles which may be placed inside the kit.



287.58(M1)

Figure 3-10.—The altar assembly used for the Roman Catholic field service (Mass).

**PREPARING FOR A ROMAN CATHOLIC FIELD SERVICE MASS.**—After the portable Lee altar has been erected for Mass, the altar appointments found in the Roman Catholic chaplain's combat kit should be arranged in the following manner (see figure 3-10):

1. Place the chaplain's kit in a convenient place and open it.
2. Remove the following items from the linen package: one purificator, one corporal, one finger towel, one pall, and one amice. Set these items on the table.
3. Center the corporal to the rear edge of the altar so that the embroidered cross is toward the rear.
4. Remove the chalice from the chaplain's kit and center it upon the corporal with the cross facing toward the rear.
5. Lay the purificator across the chalice mouth and push it down into the center of the cup.
6. Remove the paten from the chaplain's kit and place it on top of the chalice and purificator.
7. Remove the altar bread container from the chaplain's kit, extract one large host, and place the host upon the paten.

8. Place pall over the paten and host.
9. Drape the chalice veil over the chalice assembly.

NOTE: Refer to figure 3-50 which graphically illustrates how the chalice is prepared for a Roman Catholic Service (Mass).

10. Remove candleholders with candles from chaplain's kit and place one on each front corner of the altar.
11. Remove the crucifix from the chaplain's kit and place it at the front center of the altar with the corpus facing forward.
12. Remove the following items from the chaplain's kit and place them on the right rear corner of the altar, as the chaplain faces the altar; two cruets (plastic bottles), ciborium, one finger towel, sanctus bell, altar bread container, communion paten.
13. Remove the vestment set and tincture from the chaplain's kit.
14. Remove the missal and missal stand from the chaplain's kit and place them near the left rear corner of the altar, as the chaplain faces the altar,
15. Arrange the chaplain's vestments and tincture.
16. Replace the linen package and move the chaplain's kit to a location where it will not be in the way during the service.

ROMAN CATHOLIC EUCHARISTIC VESTMENTS.—In order to properly lay out Roman Catholic Eucharistic vestments, you should have available the items which are listed below:

#### Roman Catholic Eucharistic Vestments

|                          |  |
|--------------------------|--|
| One (1) Cassock          | One (1) Casuble                              |
| One (1) Amice (optional) | One (1) Stole                                |
| One (1) Alb              | One (1) Field table for displaying vestments |
| One (1) Cincture         |  |

To begin, you should:

- Lay the chasuble on a field table or other suitable surface with the front facing down. The following guidelines may be used to distinguish the front of the chasuble from the back.

- (1) The manufacturer's label is on the inside back collar.
- (2) If there are snaps or zippers, they will be on the front left shoulder.
- (3) The back is usually larger than the front.
- (4) The neck is lower in the front than in the back.
- (5) The design is always more ornate, or decorative, on the back. Often there are no designs on the front of the chasuble.

- Fold the upper piece of material so that the garment looks like the illustration in figure 3-11.

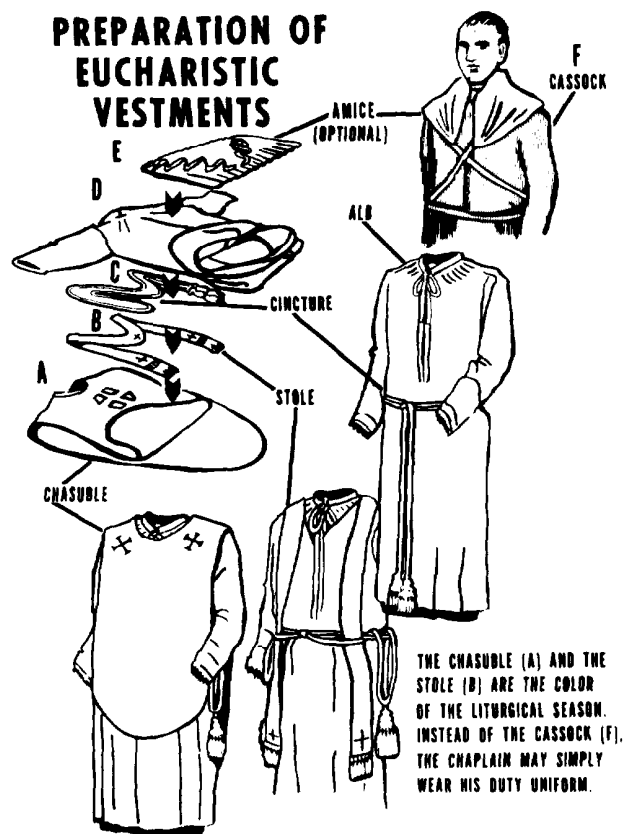


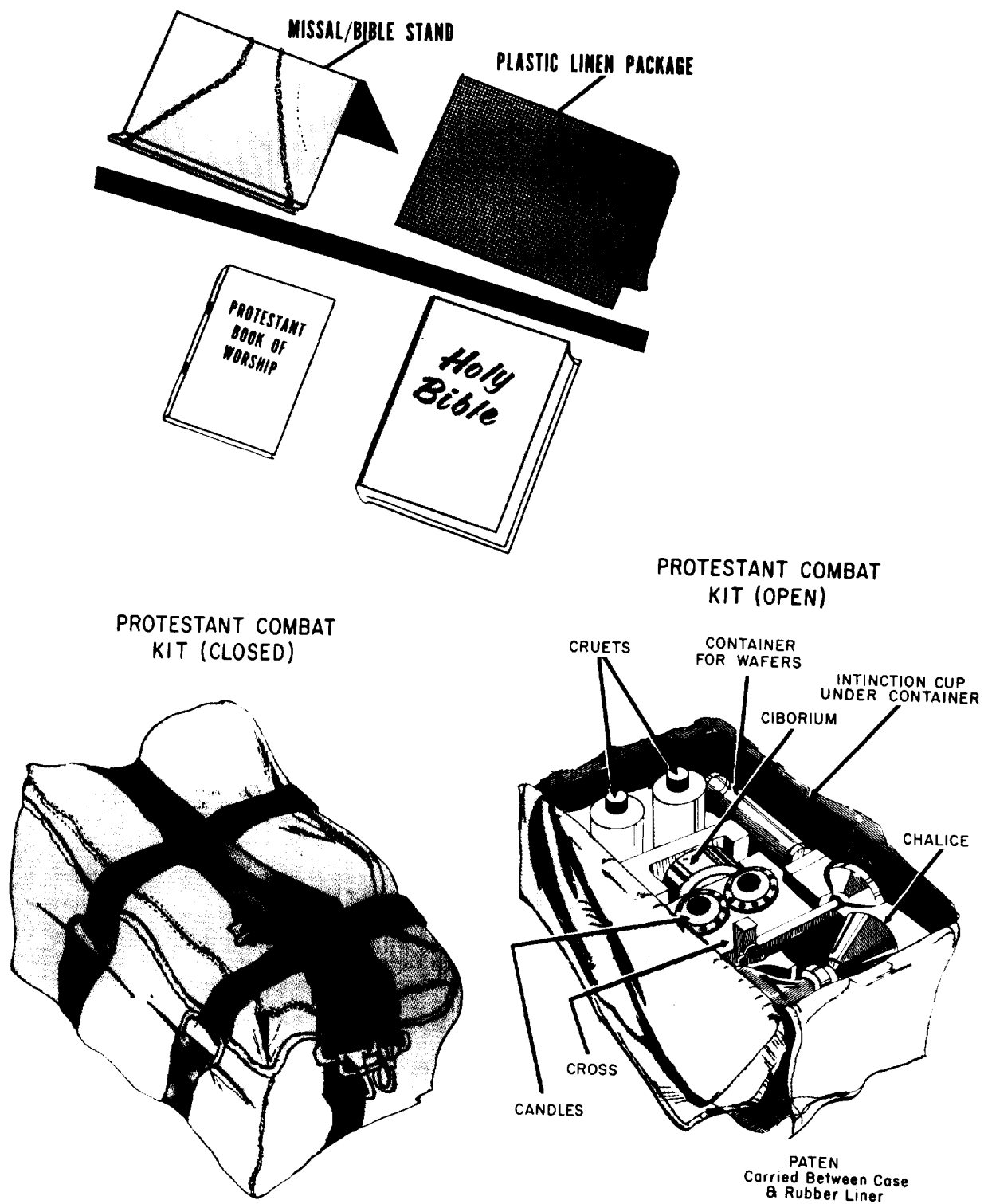
Figure 3-11.—Preparation of Roman Catholic eucharistic vestments.

- Place the stole directly on top of the chasuble.
- Place the tincture on top of the stole with the tincture tassels toward the right.
- Place the alb, front side down, on top of the tincture.
- Lay the amice on top of the alb with the tying drapes on top of the amice.

NOTE: Cassock, if used, will NOT be layed out, You may also refer to figures 3-55 through 3-60 which graphically illustrate Roman Catholic Eucharistic vestments.

#### Protestant Chaplain's Combat Kit, Type II

The Protestant combat kit, type IL is intended for use by Protestant chaplains under field and combat conditions. A checklist for the items



287.57(M1)

Figure 3-12.—The Protestant combat kit, type II, shown in both its open and closed positions and with other articles which may be placed inside the kit.

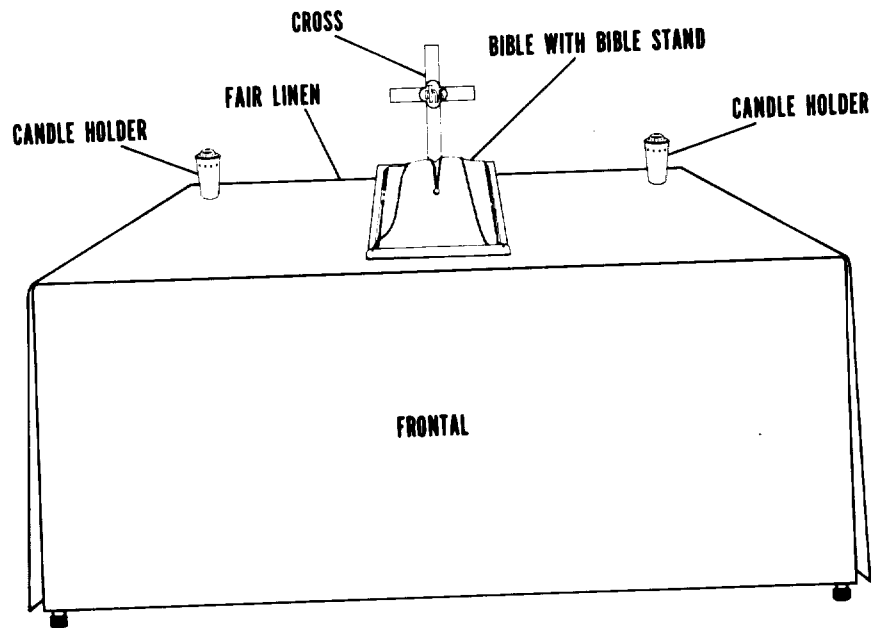


Figure 3-13.—The altar assembly commonly used for a Protestant field service,

seen in a Protestant combat kit, type II, may be seen in the following list:

|                             |                               |
|-----------------------------|-------------------------------|
| Chalice                     | Host box and host tube        |
| Chalice insert              | *Host wafers, large and small |
| Chalice paten               | Bible stand                   |
| Communion paten             | *Bible or prayer book         |
| Ciborium                    | Chaplain's stole              |
| Cross                       | Altar cloths (3)              |
| Candleholders (2) w/candles | Purificators (3)              |
| Flame protectors (2)        | Corporals (3)                 |
| Bottles (2)                 | Palls (2)                     |

Some of these items are shown in figure 3-12.

**PREPARING FOR A PROTESTANT FIELD SERVICE.**—After the portable Lee altar has been erected, you should arrange the altar appointments found in the Protestant chaplain combat kit in the following manner (see figure 3-13).

1. Place the chaplain's kit in a convenient place and open it.

! To be furnished by individual chaplain.

2. Remove the Bible stand from the kit and place it in the center of the altar.
3. Remove the plastic linen package and lay it to one side.
4. Remove the cross from the kit and center it at the rear of the altar.
5. Remove the candleholders containing candles, and place them at the rear corners of the altar.
6. Remove the chaplain's stole if it is to be used by the chaplain.
7. Extract the linen package and move the chaplain's kit to a location where it will not be in the way during the service.

PROTESTANT VESTMENTS.—The following items may be required in order to lay out Protestant vestments for divine services.

Protestant Vestments (see figure 3-14)

One (1) Surplice  
 One (1) Cassock  
 One (1) Cleric's robe  
 One (1) Stole  
 One (1) Field table for displaying vestments

To begin, you should:

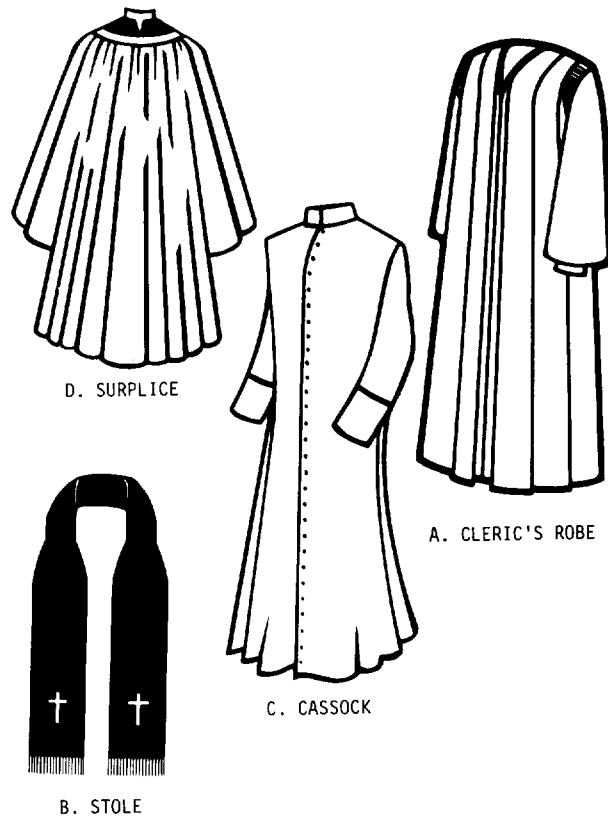
- Hang the cassock on a hook so that it is convenient for the chaplain and so that it does not drag on the floor.
- Hang the cleric's robe on a hook in such a fashion that it is convenient for the chaplain and not dragging on the floor.
- Lay the surplice neatly on the field table with the back folded up so as to allow the chaplain easy access.
- Lay the stole on the field table in such a manner as to be convenient for the chaplain.

NOTE: The items listed here may vary according to the preference of the individual chaplain concerned. Consult with the chaplain to determine if there is to be any changes to the basic instructions above. You may refer to figure 3-45 which also illustrates the vestments which Protestant chaplains may utilize for their services.

#### Jewish Chaplain's Field Kit

The Jewish chaplain's field kit was designed for use by the Jewish chaplain in conducting Jewish religious services under noncombat field





**287.58(M1)**

**Figure 3-14.—Some of the Protestant vestments which are commonly used for divine services.**

conditions. The Jewish chaplain's field kit should contain the following items:

- Ark with hangings and coverings
- Two candles
- Two candlesticks
- Bimah cover
- Kiddush cup
- Yad
- Torah
- Prayer books
- Nondenominational altar frontal

Some of these items are shown in figure 3-15.

**PREPARING FOR A JEWISH FIELD SERVICE.**—After the portable Lee altar has been erected, the appointments found in the Jewish kit should be arranged in the following manner (see figure 3-15):

- Cover the altar w/nondenominational altar frontal.

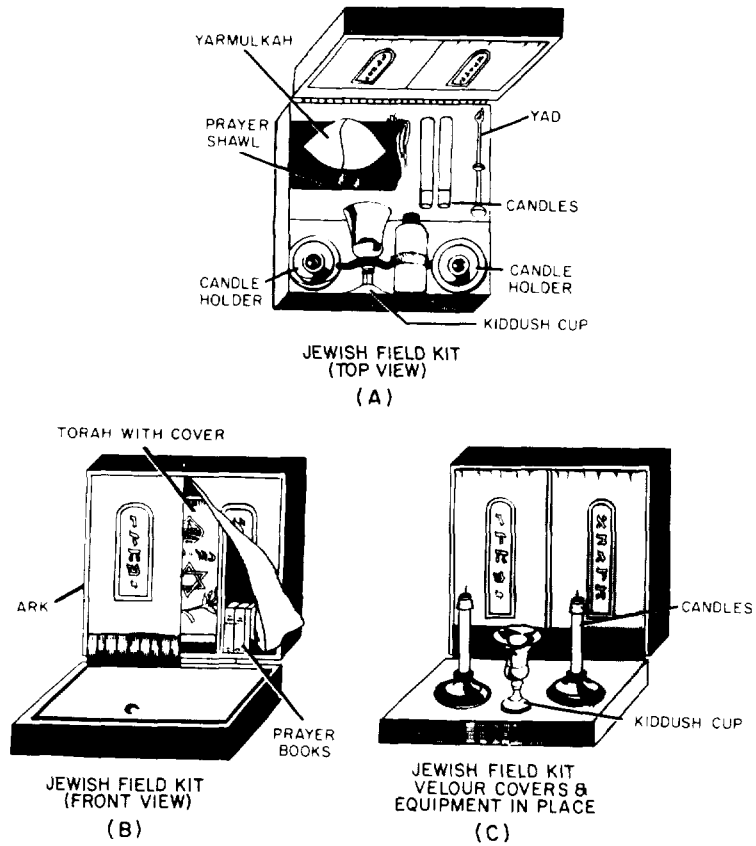
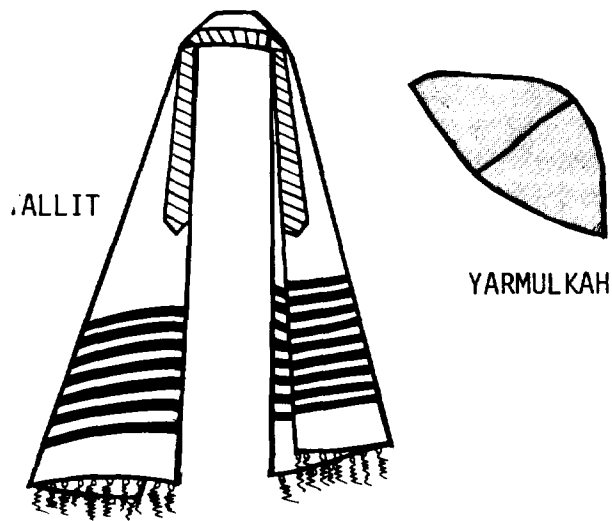


Figure 3-15.—The Jewish field kit: Three views.

287.59(M1)

- Open the chaplain's kit and remove all items except the Torah (see figure 3-15).
- Install hangings and coverings.
- Place kit on altar.
- Place kiddush cup at center of the base compartment of field kit. (See figure 3-15.)
- Place candlesticks (w/candles) on either side and to the rear of kiddush cup (see figure 3-15).



WHEN A JEWISH CHAPLAIN CONDUCTS A SERVICE IN A MILITARY CHAPEL HE WILL NORMALLY WEAR HIS DUTY UNIFORM, HIS YARMULKAH, AND A TALLIT. ALTHOUGH THE JEWISH CHAPLAIN IS ISSUED A CHAPLAIN SCARF (WHITE), IT IS NOT FREQUENTLY WORN. ESSENTIALLY, THE JEWISH CHAPLAIN'S DRESS IS THE SAME "VESTMENTS" AS THE JEWISH PERSONNEL ATTENDING THE SERVICE.

287.60(M1)

Figure 3-16.—Jewish vestments.

**JEWISH VESTMENTS.**—The following items are required to lay out Jewish vestments for divine services.

Jewish Vestments (see figure 3-16)

One (1) Tallit (Tallis)

One (1) Yarmulkah (Yarmulke)

One (1) Field table for displaying vestments

The only items required by the rabbi are the tallit and yarmulkah. Place the tallit and yarmulke on the field table convenient and easily visible to the rabbi. You may also refer to figure 3-27 which further illustrates the Jewish tallit and yarmulkah.

### Roman Catholic and Protestant Chaplains' Field Kits

In addition to the Roman Catholic and Protestant chaplains' combat kits previously discussed, there are two other kits available for Roman Catholic and Protestant chaplains' use. These chaplains' kits are intended for field use under noncombat conditions. The type I field kit is intended for use by Roman Catholic chaplains. The type II field kit is intended for use by Protestant chaplains. Their preparation and use for divine services would be similar to that of the Roman Catholic and Protestant combat kits. The contents of the type I Roman Catholic chaplain's kit and the type II Protestant chaplain's kit may be seen in the table below.

| Item<br>Nomenclature | Quantity required per field kit |                       |
|----------------------|---------------------------------|-----------------------|
|                      | Roman Catholic<br>Type I        | Protestant<br>Type II |
| Alb                  | 1                               | -                     |
| Amice                | 2                               | -                     |
| Bottle, plastic 8 oz | -                               | 1                     |
| Bottle, plastic 2 oz | 2                               | 2                     |
| Box, host            | 1                               | 1                     |
| Candle               | 2                               | 2                     |
| Candlestick          | 2                               | 2                     |
| Candle burner        | 2                               | 2                     |
| Case, carrying       | 1                               | 1                     |
| Chalice              | 1                               | 1                     |
| Chalice insert       | 1                               | 1                     |
| Ciborium             | 1                               | -                     |
| Cincture             | 1                               | -                     |
| Cloth, altar         | 2                               | 3                     |
| Corporal             | 3                               | -                     |
| Cover, lid and altar | -                               | 1                     |
| Cross/crucifix       | 1                               | 1                     |
| Cruet tray           | 1                               | 1                     |
| Pall, chalice        | 2                               | -                     |
| Paten, chalice       | 1                               | 1                     |
| Paten, communion     | 1                               | -                     |
| Purificator          | 4                               | 3                     |
| Stand                | -                               | 1                     |
| Finger towel         | 4                               | -                     |
| Vestment set         | 1                               | -                     |
| Tray, communion      | -                               | 1                     |
| Cup, communion       | 1                               | 20                    |

Both of these kits are illustrated in figures 3-17 and 3-18.

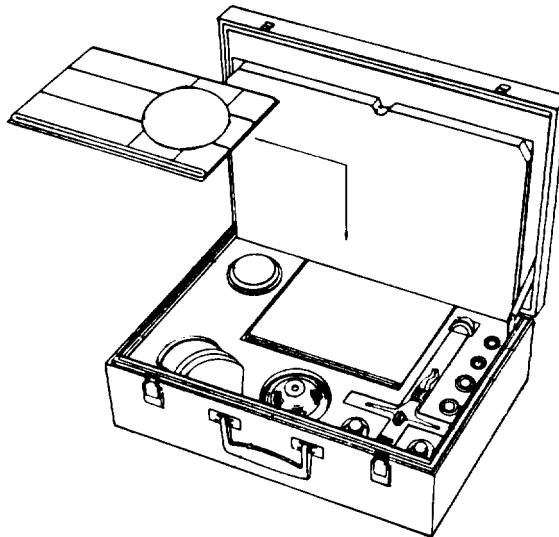


Figure 3-17.—Catholic chaplain's kit, Type I.

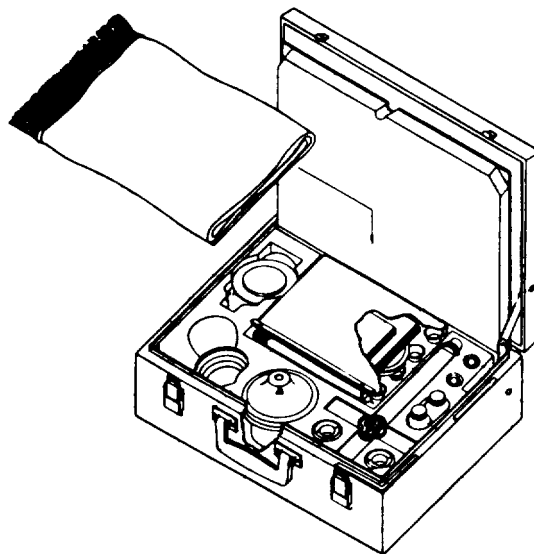


Figure 3-18.—Protestant chaplain's kit, Type II.

### Field Worship Aid Kit

A field worship aid kit to assist chaplains in providing divine and religious services in the field is currently under development by the U.S. Army. The U.S. Marine Corps will field this kit for use by

FMF chaplains when available. Items contained in the field worship aid kit include:

- A tape recorder
- A smaller and lighter field altar than the Lee altar
- An altar hanging set
- Altar linens
- Field worship resource books

The field worship aid kit is being designed to fit on the chaplain's or RP's web gear to allow for maximum mobility in the field under combat conditions.

### **Fleet Marine Force Chaplain's Embarkation Equipment and Supplies**

Some ecclesiastical items and supplies are required in addition to those which have been mentioned previously for use with the Fleet Marine Force under field and combat conditions. Items which are recommended are listed in table I. This is based upon the anticipated needs of a chaplain for a 30-day emergency combat period. The ecclesiastical items and supplies which should be kept ready in a mount-out box for chaplains preparing to embark on ships with FMF units are listed in table I.

**TABLE I**

#### **STANDARD MOUNT-OUT MATERIAL FOR CHAPLAINS IN FMF UNITS (30 Days)**

The mount-out box will include the following:

|  |     |
|--|-----|
| Wine, bottles, sacramental                       | 2   |
| Wine, bottles, kosher                            | 1   |
| Juice, packets, grape                            | 6   |
| Altar breads, cans, small (300s)                 | 6   |
| Altar breads, cans, large (50s)                  | 2   |
| Hymnals  | 24  |
| New Testaments (20 TEV, 20 REV, 20 KJV)          | 60  |
| Bibles, (4 JKV, 4 RSV, 6 Jerusalem/New American) | 14  |
| Scriptures, Jewish                               | 2   |
| Prayer Books, Jewish                             | 7   |
| Yarmulkah  | 8   |
| Sunday Missal                                    | 1   |
| Rosaries   | 100 |
| Medals, Cruciform                                | 100 |
| Candles, Votive (10 hour)                        | 24  |
| Book of Mormon                                   | 2   |
| Quran  | 2   |
| Bulletins, Memorial                              | 500 |
| SOP, Command, copy                               | 1   |
| Command Lay Leader Resource Book                 | 6   |

NOTE: Table I reflects the standardized mount-out material required by FMF chaplains as it appears in the Operational Handbook— *Religious Ministries in the FMF*.